



Department of Energy
Washington, D. C. 20585

November 9, 2005

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

October Working Capital Fund Billing

This memorandum transmits the October 2005 charges to your program for the Working Capital Fund. This bill is not being forwarded to Chief Financial Officer for entering into STARS in time to be recorded for the October, 2005 fiscal accounting month due to the lack of appropriations. We will be billing when appropriations are available, probably at the same time as the November bill.

Payments for FY 2006

Fund businesses have operated for six weeks in FY 2006 without further advances from program customers. However, the businesses are beginning to have requirements that cannot be funded from carry-over funds from FY 2005. Please send us four weeks of funding from funds made available to your programs as a result of the continuing resolution as soon as possible. If we do not have appropriations by the end of November, then, we will need another four weeks funding at that time.

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998,**
“Working Capital Fund, Administrative Control of Funds.”

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities.

FY 2006/ 2007 Budget Guidance

By memo dated April 28, 2005 the Fund Manager issued guidance for the FY 2007 Corporate Budget Review. These estimates are based on current Board pricing policies and trends in FY

2005 actual program customer consumption. The estimates provided are intended only as guidance. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors. The FY 2007 Corporate Budget Review guidance can be found on our Web page at (<http://www.wcf.doe.gov/>). With exceptions for reorganizations these estimates remain unchanged for the OMB Budget.

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

Table III Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year.

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during October. The enclosed bill also includes the **annual** (\$11,880 per mail stop) charge for internal distribution services per mail stop assigned to your organization.

Photocopying - This bill reflects charges for actual October usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2005.

Building Occupancy – October bill includes a rental charge equal to 1/4 of the full annual estimate for space assigned to your organization as of October 1, 2005. This bill also includes charges for non-standard space alterations, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for software hotline/virus protection.

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of October.

Purchase Card Surveillance –No charges.

Payroll Processing - October charges are the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2006.

Corporate Human Resource Information System (CHRIS) – October charges are for one-twelfth the annual amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2006.

Corporate Training Services (CTS) – This bill includes October training activity that has not been previously charged to customers.

Project Management Career Development Program (PMCDP) – No charges.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2005 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2005/FY 2006 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Jerry Odegard	(301) 903-4934
CHRIS	Michael Fraser	(202) 586-1910
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett	(202) 287-1655
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
Billing Process and Policies	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Gilmore	D. Cavanagh
BPA	R. Seifert	
CI	L. I. Brown	
CN	S. Steffe	C. Karis
DR	C. Iager	
ED	E. Cleveland	
EE	D. Smith	D. Goodman
EH	K. Kelly	D. James
EIA	N. Burnette	
EM	J. Simpson	B. Heffernan
FE	C. Roy	M. Jones
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Fonville-Noels	
IM	A. Warnick	
IN	L. Gresham	M. Anderson
LM	M. Owen	M. Kennedy
ME/AB/S	M. Dillon	J. Harrison
NA	S. Minnick	J. Trainor
NE	N. Miller	L. Soo Hoo
NR	J. Merritt	
OA	L. Gasperow	C. Feldmeyer
OE	P. Trottier	
PA	L. I. Brown	
PML	M. Livingston	G. Herrera
PI	J. Mathis	S. Rush
RW	P. Golan	D. Levan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
WH	M. Dillon	
Office of Budget (ME-30)	J. Luczak	

WCF BOARD MEMBERS

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>PROGRAM</u>	<u>ADDRESSEE</u>
CFO	S. Grant	NE	R. S. Johnson, Acting
CIO	R. Parkes	NA	L. Brooks
EE	D. Faulkner, Acting	SP	G. Podonsky
EH	J. Shaw	PI	K. Harbert
EI	G. Caruso	SC	R. Orbach
EM	J. Rispoli	GC	D. Hill
FE	M. Maddox,	PML	J. Dodd
RW	P. Golan, Acting		

memorandum

DATE:

TO: Working Capital Fund, CF-60

FROM: (Program Office)

SUBJECT: Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to each business line. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a ‘first incurred’ or ‘most imperative’ basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified.

It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

Summary of Current Month Bill - October 2005
(WHOLE DOLLARS)

Table IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	266	294	13,167	13,461	130	4,930	0	5,059	7,581	32,594	0	32,594	0
BCA	21	23	0	23	27	0	0	27	11	23,344	0	23,344	0
BPA	0	85	12,567	12,652	0	435	0	435	3,313	25,729	0	25,729	0
CF	0	645	65,835	66,480	0	0	0	0	8,363	591,790	5,980	597,770	0
CI	1,592	322	26,335	26,657	495	16	0	511	6,884	116,558	260	116,818	0
CN	7,351	1,252	13,167	14,419	568	950	0	1,518	7,482	227,104	0	227,104	0
DR	408	50	13,167	13,217	0	0	0	0	232	20,774	0	20,774	0
ED	3,698	793	39,502	40,295	1,152	4,864	1	6,017	4,860	99,072	30	99,102	0
EE	26,096	14,327	13,167	27,494	1,821	14,855	1,936	18,612	41,006	978,902	1,142	980,044	6,748
EH	3,988	1,941	26,335	28,276	3,207	2,684	0	5,890	4,355	696,783	450	697,233	92
EI	16,055	6,092	23,067	29,159	1,750	5,202	5	6,957	25,128	1,378,558	5,348	1,383,906	0
EM	20,664	4,154	39,502	43,656	6,556	17,216	14	23,785	10,617	851,916	555	852,471	20
FE	14,559	1,956	27,022	28,978	3,714	1,963	0	5,677	9,370	482,193	1,218	483,411	7
GC	4,334	1,730	32,918	34,648	1,189	823	0	2,012	39,026	547,558	1,170	548,728	0
HG	2,249	774	13,167	13,941	484	0	0	484	7,840	140,499	0	140,499	0
HR	0	2,313	52,668	54,981	0	0	0	0	2,875	345,205	1,400	346,605	0
IG	5,197	2,587	26,335	28,922	542	2,257	0	2,799	5,938	271,448	0	271,448	0
IM	11,403	871	52,668	53,539	641	2,461	0	3,102	3,380	878,803	1,640	880,443	12,873
IN	6,081	62,403	13,167	75,570	2,401	0	0	2,401	1,359	485,173	43,576	528,749	0
LM	1,541	535	13,167	13,702	369	102	8,602	9,072	360	82,978	0	82,978	0
MA	0	21,118	151,420	172,538	0	0	0	0	4,160	1,606,363	0	1,606,363	0
ME	38,862	0	0	0	17,255	28,984	7	46,246	317	0	0	0	12,714
NA	43,111	117,034	79,004	196,038	12,926	14,393	0	27,320	12,784	3,108,405	13,423	3,121,828	7,026
NE	6,061	921	36,835	37,756	2,153	547	0	2,701	8,253	357,548	950	358,498	0
NR	0	46	0	46	73	25	0	98	2,312	0	0	0	0
OA	2,022	872	13,167	14,039	890	522	0	1,411	334	146,005	0	146,005	0
OE	3,813	164	65,835	65,999	190	714	326	1,230	3,149	148,882	15,210	164,092	0
PA	815	295	39,502	39,797	5,202	11,560	0	16,761	1,254	73,187	0	73,187	0
PI	3,077	391	13,167	13,558	1,428	7,696	18	9,143	4,893	299,921	290	300,211	0
RW	2,448	901	13,167	14,068	2,124	5,294	0	7,418	1,471	261,509	590	262,099	0
S	1,901	1,032	13,167	14,199	1,095	340	0	1,435	4,128	168,504	0	168,504	0
SC	16,104	8,312	26,335	34,647	2,315	10,246	0	12,561	12,570	647,697	160	647,857	702
SO	11,565	3,402	39,502	42,904	6,860	5,107	0	11,967	10,247	759,117	3,100	762,217	2,777
WAPA	138	44	12,567	12,611	0	352	0	352	10,601	27,401	0	27,401	0
TOTAL	255,425	257,679	1,020,591	1,278,270	77,557	144,536	10,909	233,002	266,453	15,881,520	96,492	15,978,012	42,959

Summary of Current Month Bill - October 2005
(WHOLE DOLLARS)

Table IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	ANNUAL		MONTHLY	ANNUAL	QUARTERLY	MONTHLY		ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	CLOSEOUT	PURCHASE CARD SURVEILLANCE	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	MONTHLY TOTAL
AB	-241	602	361	386	0	0	0	807	777	0	0	0	0	0	61,291
BCA	-31	212	182	89	0	0	0	605	583	0	0	0	0	0	24,884
BPA	-18	849	832	1,249	0	0	0	0	0	0	0	0	0	0	44,210
CF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	672,613
CI	-702	2,583	1,881	2,847	0	0	0	4,841	4,662	0	0	0	0	0	166,693
CN	-552	6,476	5,924	1,186	240	0	240	5,647	5,439	0	0	0	0	0	276,310
DR	-5	425	420	386	0	0	0	807	777	0	0	0	0	0	37,021
ED	-182	3,256	3,074	2,966	240	0	240	6,454	6,216	0	0	0	0	0	172,921
EE	-2,781	29,232	26,451	51,315	720	0	720	99,837	96,157	0	3,300	3,300	0	0	1,377,780
EH	-1,865	17,376	15,511	24,470	0	0	0	39,935	38,463	0	300	300	0	0	858,513
EI	-939	28,772	27,833	386	5,400	0	5,400	72,609	69,932	0	600	600	0	0	1,637,965
EM	-6,679	31,426	24,748	57,866	440	0	440	257,762	248,259	0	1,100	1,100	0	0	1,541,388
FE	-3,072	14,935	11,863	33,046	440	0	440	177,489	170,945	0	1,300	1,300	0	0	937,085
GC	-365	12,174	11,810	7,267	480	0	480	29,649	28,556	0	0	0	0	0	706,508
HG	-95	1,840	1,745	1,364	0	0	0	5,042	4,856	0	0	0	0	0	178,021
HR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	404,461
IG	-636	6,335	5,699	5,013	640	0	640	51,431	49,535	0	0	0	0	0	426,622
IM	-4,286	24,313	20,027	24,914	5,840	0	5,840	19,161	18,454	0	300	300	0	0	1,053,437
IN	-2,697	8,175	5,478	267	0	0	0	12,505	12,044	0	0	0	0	0	644,454
LM	-849	1,805	956	5,629	0	0	0	13,513	13,015	0	900	900	0	0	141,666
MA	0	0	0	0	0	0	0	0	0	0	300	300	0	0	1,783,361
ME	-566	75,098	74,531	74,119	2,880	0	2,880	0	0	0	0	0	0	0	249,670
NA	-5,637	80,335	74,698	95,195	1,280	0	1,280	464,092	446,983	0	2,800	2,800	0	0	4,493,156
NE	-4,547	10,157	5,610	13,284	320	0	320	83,904	80,810	0	0	0	0	0	597,197
NR	4,832	319	5,151	564	0	0	0	39,935	38,463	0	0	0	0	0	86,568
OA	-943	5,061	4,117	4,449	0	0	0	0	0	0	0	0	0	0	172,378
OE	-296	2,867	2,571	3,292	0	0	0	9,883	9,519	0	0	0	0	0	263,548
PA	-1,111	2,194	1,083	2,047	0	0	0	3,429	3,302	0	0	0	0	0	141,676
PI	-1,089	7,786	6,697	7,979	240	0	240	20,371	19,620	0	1,200	1,200	0	0	386,988
RW	-2,390	7,750	5,360	7,686	0	0	0	35,296	33,995	0	0	0	0	0	369,842
S	-934	7,503	6,569	4,152	0	0	0	5,244	5,051	0	0	0	0	0	211,183
SC	700	26,896	27,596	31,125	4,960	0	4,960	225,693	217,372	0	600	600	0	0	1,231,788
SO	-539	33,054	32,515	18,855	240	0	240	48,608	46,816	0	0	0	0	0	988,712
WAPA	22	460	482	9,834	0	0	0	319,480	307,701	0	0	0	0	0	688,601
TOTAL	-38,492	450,267	411,775	493,225	24,360	0	24,360	2,054,027	1,978,303	0	12,700	12,700	0	0	23,028,510

PROJECTED CUSTOMER COSTS FY 2006
(Dollars in Thousands)

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	PROCURE- MENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	INDIRECT	TOTAL ALL ACTIVITIES	
AB	5	19	6	0	131	15	1	5	0	2	0	0	0	0	183	AB
BCA	1	0	0	0	93	3	1	0	0	1	0	0	0	0	99	BCA
BPA	1	14	1	48	103	11	0	15	0	0	27	0	0	0	220	BPA
CI	5	44	12	0	467	76	6	33	2	10	2	0	1	0	658	CI
CN	33	39	24	26	910	102	4	16	1	11	4	0	0	0	1,169	CN
CR	140	112	182	178	2,535	433	79	479	46	92	4	2	6	120	4,408	CR
DR	4	15	0	12	83	0	2	4	0	2	0	0	0	0	123	DR
ED	20	54	33	18	397	67	1	35	26	13	1	0	1	0	665	ED
EE	265	266	221	0	3,984	504	39	605	109	211	11	6	186	0	6,406	EE
EH	45	47	109	80	2,846	319	14	323	51	85	26	0	21	0	3,965	EH
EI	199	175	135	198	5,524	532	7	5	73	150	31	0	12	0	7,042	EIA
EM	171	60	126	57	3,411	530	10	723	113	572	106	374	1,070	0	7,324	EM
FE	124	47	73	439	1,931	278	17	419	66	383	25	96	117	0	4,015	FE
GC	56	42	58	94	2,196	177	11	84	3	63	6	0	3	0	2,792	GC
HG	4	17	9	217	562	28	3	17	2	11	1	0	1	0	872	HG
HR	66	148	89	54	1,310	165	50	115	18	43	171	0	2	0	2,231	HR
IG	40	45	10	113	1,088	102	32	55	3	107	30	0	6	0	1,630	IG
IM	120	60	32	82	3,511	437	212	280	25	44	11	4	13	0	4,831	IM
IN	45	83	40	80	1,945	858	0	2	2	21	6	0	0	0	3,083	IN
LM	9	20	22	5	333	54	2	63	7	30	1	0	10	0	554	LM
MA	188	278	190	289	6,433	555	99	323	73	126	6	0	7	0	8,567	MA
NA	510	225	273	5	12,449	1,800	124	1,070	167	847	70	293	1,195	0	19,027	NA
NE	58	44	30	521	1,427	159	14	170	90	174	6	26	60	0	2,778	NE
NR	0	0	0	144	0	96	0	0	0	73	1	0	111	0	425	NR
OA	37	24	10	35	582	81	4	46	0	19	1	0	4	0	843	OA
OE	23	34	35	7	597	90	2	27	0	14	6	4	16	0	856	OE
PA	17	52	224	0	467	57	8	23	1	10	1	0	1	0	862	PA
PI	46	22	80	5	1,203	147	24	89	35	37	7	0	2	0	1,695	PI
RW	63	20	30	178	1,049	204	5	81	31	72	3	46	100	0	1,882	RW
S	22	25	11	34	676	137	15	47	0	12	0	0	1	0	979	S
SC	228	95	75	25	2,584	392	7	430	46	468	25	147	517	0	5,039	SC
SO	212	93	133	101	2,989	736	115	209	15	82	36	0	37	0	4,758	SO
WAPA	1	14	0	158	110	16	0	129	43	645	12	0	0	0	1,127	WAPA
FO	0	0	0	0	0	0	0	0	0	0	5	2	0	0	7	FO
TOTAL	\$2,759	\$2,232	\$2,273	\$3,198	\$63,926	\$9,161	\$908	\$5,919	\$1,048	\$4,427	\$643	\$1,000	\$3,500	\$120	\$101,115	